

**DATE:** August 10, 2018

**FROM:**  Meg B. Pirkle, P.E., Chief Engineer

**TO:** Divisions of Engineering, Construction, Operations, Local Grants and Field Districts, Program Delivery, P3, and Office of Engineering Services

**SUBJECT:** Scoring of Concept Reports and Field Plan Reviews

Effective September 1, 2018, GDOT will begin scoring all concept reports received by the Department for review and approval. Additionally, the form for scoring Field Plan Reviews (FPR) has been updated to include Interim Field Plan Reviews (IFPR). These changes are described in the newly revised GDOT *Policy 2440-2 – Performance Measures*<sup>1</sup>. The new Concept Report (CR) scoring form is available on the GDOT Roads website<sup>2</sup>. The latest scoring form for FPR is included in Policy 2440-1a<sup>3</sup>.

The CR scoring form will be used to evaluate the quality of the initially submitted concept report and the three major steps in the review and approval process: Office Head Review, Report Correction, and Management Approval. The rating sheet will be uploaded to ProjectWise and a link included in the distribution email used to distribute approved reports.

The seven categories for review of Preliminary, Interim, and Final Field Plan Reviews remain unchanged - Presentation, Judgement, Environmental, Right of Way, Utility, Constructability, and Schedule. A new scoring criteria has been developed which will use descriptive words - Excellent, Good, Adequate, Marginal, and Poor – rather than the percentages previously used (i.e., 100%, 90%, 80%, 70%, and 60%). Field Plan Review scoring results will continue to be attached to the end of FPR reports.

The new scoring forms will be used for all reports and plans received beginning September 1, 2018. If you have any questions about the new policy please contact Walt Taylor in the Office of Engineering Services at 404.631.1922 or Dave Peters in the Office of Design Policy and Support at 404.631.1738.

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<sup>1</sup> <http://mygdot.dot.ga.gov/applications/gdotpubs/Publications/2440-2.pdf>

<sup>2</sup> <http://www.dot.ga.gov/PartnerSmart/DesignManuals/OtherResources/Concept%20Report%20Rating%20Sheet.pdf>

<sup>3</sup> <http://mygdot.dot.ga.gov/applications/gdotpubs/Publications/2440-1a.pdf>